

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
<b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>				1. Position No. EPES13006	
3. Reason for Submission <u>Other</u>				2. Incumbency Allocation Only? May Not be IAed <input checked="" type="checkbox"/>	
4. Employing Office Location <u>Washington, D.C.</u>		5. Duty Station <u>Washington, D.C.</u>		6. BUS Code 8888	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt -Executive <input checked="" type="checkbox"/>		8. Financial Statements Required <u>OGE-278 Required</u> <input checked="" type="checkbox"/>	
		10. Position Status SES (Gen.) <input checked="" type="checkbox"/>		9. Cybersecurity Code a. <u>000</u> b. _____ c. _____	
		12. Competitive Level Code		13. Competitive Area	
		15. Extramural %		14. Drug Testing Yes <input checked="" type="checkbox"/>	
		18. Position Sensitivity Critical Sensitive <input checked="" type="checkbox"/>		16. Functional Class Code N/A	
		21. Emergency Essential		17. Medical Monitoring _____	
				19. Security Clearance <u>3 - Top Secret</u> <input checked="" type="checkbox"/>	
				20. Position Risk <u>3 - High</u> <input checked="" type="checkbox"/>	
				22. Developmental Position <u>No</u> <input checked="" type="checkbox"/>	
				23. Full Performance Level <u>Current Level</u>	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation		Chief of Staff		ES	0340
					00
25. Organizational Title of Position (if different from official title)			26. Name of Employee (if vacant, state such)  Dan George Utech		
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code		1st Tier Org Description <u>U.S. Environmental Protection Agency</u>			
b. 2nd Tier Org Code A0000000		2nd Tier Org Description <u>Office of the Administrator</u>			
c. 3rd Tier Org Code		3rd Tier Org Description _____			
d. 4th Tier Org Code		4th Tier Org Description _____			
e. 5th Tier Org Code		5th Tier Org Description _____			
28. <b>Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor _____			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>Charlotte M. Bertrand, Associate Deputy Administrator for Programs</u>		
Signature  _____		Date  _____		Signature CHARLOTTE BERTRAND  Digitally signed by CHARLOTTE BERTRAND Date: 2021.01.20 06:22:41 -05'00'	
29. <b>Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist			30. Position Classification Standards Used in Classifying/Grading Position		
Signature  <u>Barbara E. Dangler</u>		Date  1/20/21			
31. Remarks  Executive Resources position.  21 0346500- temporary appointment action. 21 0443733- permanent conversion action.					

**NOTE:** DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

# **Chief of Staff**

## **ES-0340-00**

### **Introduction**

The position is located in the Immediate Office of the Office of the Administrator. The position serves as the Chief of Staff, supporting the work of the Administrator and the Environmental Protection Agency (EPA). As Chief of Staff, the position provides advice and guidance to the Administrator and senior management on proposed policies and programmatic success.

### **Major Duties and Responsibilities**

1. Serves as Chief of Staff to the Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operations and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making assignments to the appropriate organizational element.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of responsibility. Provides and/or directs staff support for the analysis of action memoranda reaching the Administrator's office.
4. Represents the Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning Agency activities and programs. Interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.
5. Conducts special assignments for the Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the

Administrator. Assignments are usually broad based, touching upon wide program areas or activities within the Agency, relationships with other government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Administrator through personal briefings.

6. Ensures that Assistant Administrators, Associate Administrators and Staff Office Directors are informed of and given an opportunity to comment on proposed actions or decisions affecting their offices or responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, or desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
7. Serves as a personal and confidential representative of the Administrator with members of the White House staff, members of Congress, Cabinet members and members of their top staff, heads of other independent agencies and commissions and their staffs in matters which affect the Agency and its policies.
8. Attends conferences for the Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new imaginative approaches to problems and objectives. Briefs the Administrator on matters discussed and recommendations made.
9. Discusses the objectives of the Agency's programs with the Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions the Administrator may wish to take. Engages in frequent dialogue with the Administrator on the objectives and operations of the Agency in order to represent the long-range view and to provide an element of continuity in the mission of the Agency.
10. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Administrator. Reviews the Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
11. Manages the political appointees within the Immediate Office of the Administrator, including coordinating activities of Associate Administrators, Special Assistants and

Staff Assistants to the Administrator and their staffs.

12. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, establishes performance standards, appraises staff against these standards, and overall administration of human resources and equal employment opportunity programs within the organization.
13. Performs other duties of a close and confidential nature as assigned.

### **Supervisory Controls**

Receives broad general direction and policy guidance from the Administrator. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgement in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.